

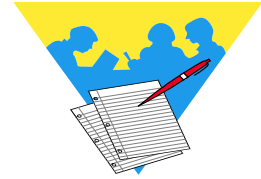
CONTRACT PROCESS FLOW CHART



Agency Director approves award of HTF Funds.



Support staff issues an award letter and sends the letter along with the Project Data Sheet (PDS) to the contractors.



Contractor fills in the PDS and sends it back to Contract Specialist (CS)



Contracts Specialist (CS) sends the draft contract to the contractor for **review only**.



Contract manager (CM) reviews and confirms the contents and sends back to CS.



Contractor and the contract manager agree on all elements of the terms and conditions and notify CS of any changes



CS produces a draft contract based on information included in the PDS, summary, award ltr and forwards it to the CM for review & approval.



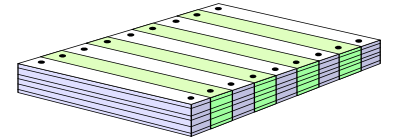
Contractor reviews and requests changes, if any.



Changes in loan terms and specific conditions approved by contract manager



Changes in boilerplate approved by AAG through contract specialist



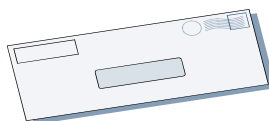
CS incorporates all changes and sends final contract to AAG for final signature.



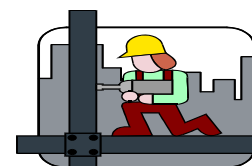
CS coordinates the internal routing in CTED for signature



Assistant Director signs all contract documents.



CS sends the copy to the contractor.



Contractor receives the copy and begins the project.